

Election Identification Certificate Issuance Procedures

Steps for Issuing an Original Election Identification Certificate (EIC)

1. Search for applicant on DLS **Search Applicant** screen. Search the records by entering the name and date of birth of the applicant. (Figure 1)
 - a. If record is found determine if applicant has a driver license or identification card which may be used as a photo identification for election purposes.
 - i. If the applicant has a driver license or identification card on file they may not be eligible to apply for election identification unless the card has been expired more than 60 days.
 - b. If no record is found, select the Election identification certificate tab located in the blue bar in DLS.

DLS TASKS SEARCH PDPS CDLS MISC **ELECTION CERTIFICATE**

NEW SEARCH SEARCH RESULTS

Search Applicant

DLAD/UNI Number:

Deleted Person Search: ☐

Name Search

Last Name:

First Name:

Middle Name:

Phonetic Search:

DOB/SSN Search

DOB:

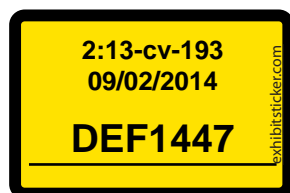
SSN:

Additional Search Options: ☐

Search Applicant

Fig. 1

2. Search the **Search Election identification certificate** screen by entering the name and date of birth of the applicant and select the "Search Election Certificate" button located at the bottom of the screen. (Figure 2)



Election Identification Certificate Issuance Procedures

DLS TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

Search Election Certificate

Election Certificate Number:

Name Search

Last Name:

First Name:

Middle Name:

DOB/SSN Search

DOB:

SSN:

Search Election Certificate ←

Fig. 2

- a. If an EIC record is found it will appear on the **Election Certificate Search Results** page. This indicates the person has previously been issued an EIC. Select the “GO” button to view the record and reissue the election identification certificate. (Fig. 2A) (A demo on reissuance procedures appears later in this document.)

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Election Certificate Search Results

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295648

View Election Certificate Record ←

New Election Certificate

[Issue Election Certificate](#)

Fig. 2a

- b. If the **Election Certificate Search Results** shows no record is found, ask for proper identification and a voter registration card (or the applicant may apply to register to vote) and prove U.S. citizenship. After verifying the documents, proceed to the next screen by selecting the “Issue Election Certificate” button located at the bottom of the screen to initiate the process of issuing an original EIC. (Figure. 2b)

Election Identification Certificate Issuance Procedures

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Election Certificate Search Results

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

[New Election Certificate](#)

[Issue Election Certificate](#)

Fig. 2b

3. Type in the required information on the **Applicant Information** screen.
 - a. The fields with a red asterisk (*) are required information, i.e. name, DOB, physical address. (Figure 3a)

DLS TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

Applicant Information

Name

Last Name : TWENTY

First Name: VOTER

Middle Name:

Suffix:

No First Name:

Personal Info

DOB : 06/10/1948

SSN:

Physical Address

Address 1 :

Address 2:

City :

County : TEXAS

State: TEXAS

Zip :

Country: UNITED STATES

Fig. 3a

- b. Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election identification certificate. (Figure 3b)

Election Identification Certificate Issuance Procedures

Mailing Address: ☐ (Same as physical)

Address 1 :

Address 2 :

City :

State :

Zip :

COUNTRY :

Physical Description Information

Sex :

Eye Color :

Hair Color :

Race :

Height :

Weight :

Other Information

US Citizen :

Voter Registration:

Fig. 3b

- c. If the applicant is registering to vote, select the *Voter Registration* box and select the applicant's "Voter Status" from the drop-down menu. Select the "Next" button to proceed to the image capture screen. (Figure 3c)

Voter Registration: ☒

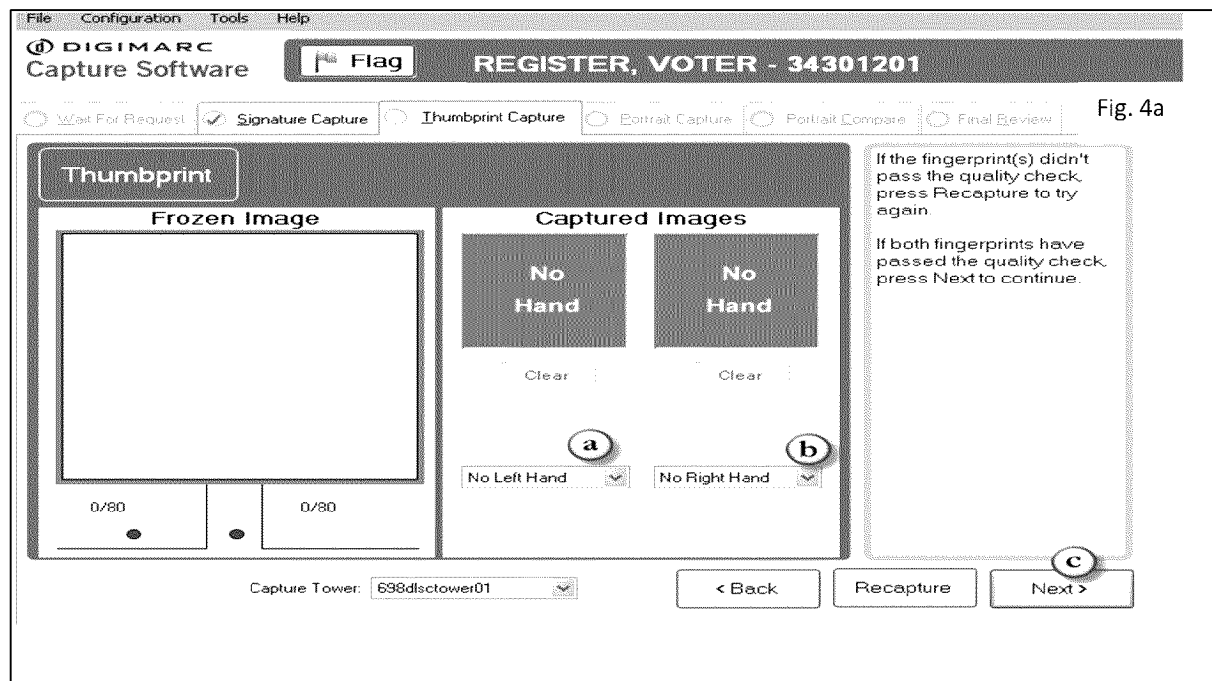
Voter Status :

Election Judge:

Fig. 3c

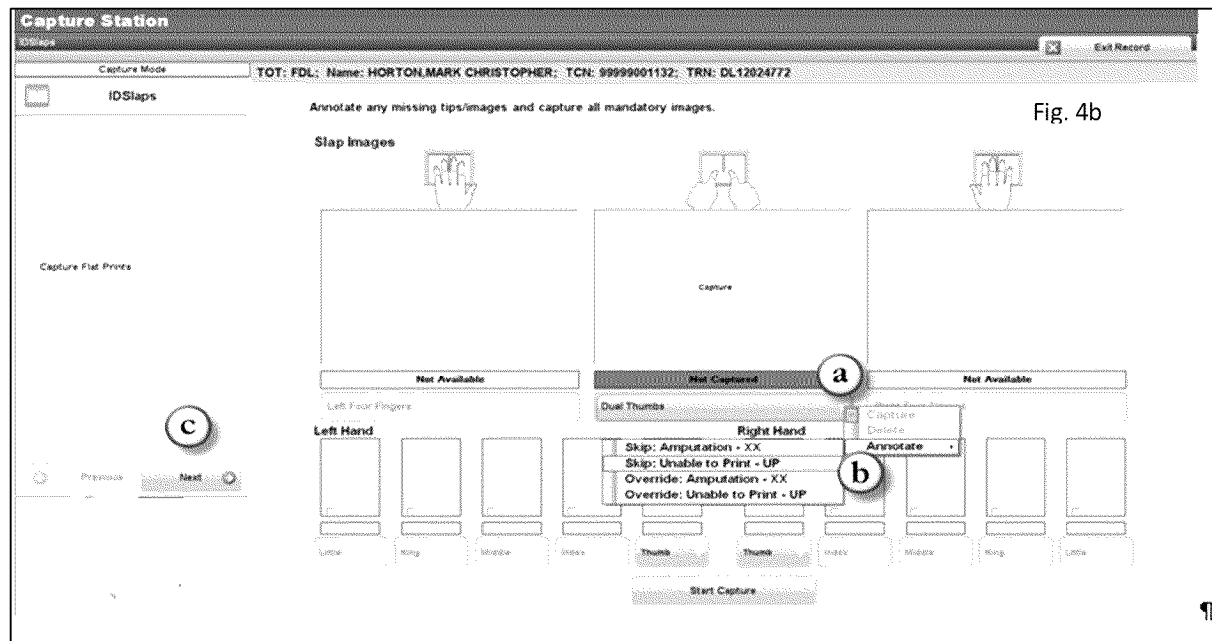
4. When processing an EIC the thumbprints will **NOT** be captured. Only the applicant's signature and photograph are required. Follow the steps below to bypass the thumbprint collection process on systems used at **non- mega center** locations: (Figure 4a)
- Select "No Left Print" from the drop down menu under the left print;
 - Select "No Right Print" from the drop down menu under the right print; and
 - Select the "Next" button and proceed to capture the applicant's photo and refresh the images captured. (Not shown)

Election Identification Certificate Issuance Procedures



Follow the steps below to bypass the thumbprint collection process on systems used at **mega center** locations: (Figure 4b)

- Select "Dual Thumbs" from the drop down;
- Select "Annotate"; and "Skip Unable to Print-UP"
- Select the "Next" button on the left side of the screen and proceed to the next page.



Election Identification Certificate Issuance Procedures

After capturing the images (signature and photograph only), select the “Refresh” button to proceed to the the **Scan Documents** screen. (Figure 4c)



Fig. 4c

5. The **Scan Documents** screen is the only location during the process where the documents will be scanned. All documents (i.e. election identification certificate application, proof of identity and U.S. citizenship) **must** be scanned at this point. (Figure 5)
 - a. If the transaction needs to be cancelled, select the “*Cancel Transaction*” button.
 - b. Select the “*Continue*” button to proceed with the transaction.

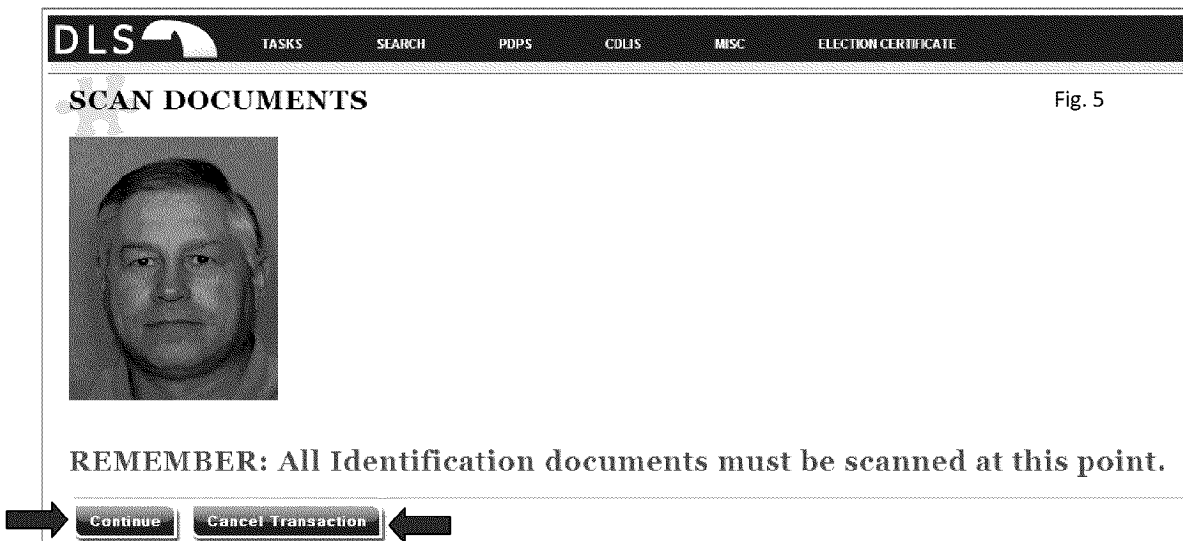


Fig. 5

6. On the **Transaction Completed Successfully** screen:
 - a. Select the “*Print Temporary EIC Card*” button to cue the printer to print a temporary election identification certificate card; and
 - b. Select the “*Continue*” button after the Temporary EIC has been successfully printed. (Figure 6)

Election Identification Certificate Issuance Procedures



7. Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct on the Temporary EIC. The applicant and employee will sign the Temporary EIC.

Inform the applicant the Temporary Election Identification Certificate can be used as photo identification for voting purposes until they receive the card in the mail.


Fig. 7

LOCATION: 505
TIME STAMP: 12:55:54
DATE STAMP: 09-20-2013

**FOR ELECTION PURPOSES ONLY
CANNOT BE USED AS IDENTIFICATION**

MAILING ADDRESS:
5805 N LAMAR
AUSTIN, TX 78752

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEMPORARY ELECTION CERTIFICATE CARD ID UNTIL 11-10-2013



EC NUMBER: 34001200 CARD TYPE: EC

NAME: TWO,
VOTER

DATE OF BIRTH: 07-11-1986 EXPIRATION DATE: 07-11-2020
ISSUANCE DATE: 09-20-2013

SIGNATURE _____

EMPLOYEE _____

- Contact your local driver license office if assistance is needed.
- Your Election Certificate will be processed and mailed within 30-60 days.
- You must keep this Temporary Election Certificate until your new card is received.
- This Election Certificate is for election purposes only.

Election Identification Certificate Issuance Procedures

Steps to Re-Issue an Election identification certificate

Follow the steps 1 and 2 listed above to search for the applicant. If the applicant has an election identification certificate on record and wants to replace a lost card select "Go" and proceed to the applicant's election identification certificate record screen

- a. To re-issue a lost election identification certificate:
In the *Transaction Eligibility* box select the Re-Issue Election identification certificate and follow the steps outlined above to re-issue the election identification certificate.
- b. To remake a card
Follow steps 1 and 2 to search for the applicant. When the applicant's record is found on the EIC, select the Remake Election Certificate link.

DLS TASKS SEARCH PDPS CDUS MISC ELECTION CERTIFICATE

Selected Applicant: TWENTY, VOTER

TWENTY, VOTER

Election Certificate Number: 34295931
Date of Birth: 06/10/1948
Sex: FEMALE
Eye Color: BLUE

Transaction Eligibility Election Certificate

a Re-Issue Election Certificate

Basic Information

First Name:	VOTER
Middle Name:	
Last Name:	TWENTY
Suffix:	
SSN:	
DOB:	06/10/1948
Age:	63

Physical Description

Sex:	FEMALE
Eye Color:	BLUE
Hair Color:	BLONDE
Race:	WHITE
Height:	5' 02"
Weight:	110

Election Certificate Card Information

EC Number:	34295931
Original Issue Date:	12/19/2011
Issue Date:	12/19/2011
Audit Number:	18619181120149428424
Expiration Date:	06/10/2018

Physical Address

Street 1:	5805 N LAMAR
Street 2:	
City:	AUSTIN
State:	TX
Zip Code:	78758

b Edit Election Certificate
Remake Election Certificate
View Transaction History

On the **Remake Card** screen, select the reason from the drop down menu.

DLS TASKS SEARCH PDPS CDUS MISC ELECTION CERTIFICATE

Selected Applicant: FOUR, VOTER

Remake Card

Reasons*

- CARD QA FAILED - VENDOR CREDIT
- CLERICAL ERROR
- CUSTOMER NEVER RECEIVED CARD
- SUPERVISOR APPROVAL
- SYSTEM PROCESSING ERROR


Price Protection.

Department of Public Safety

2.6.0.450

Election Identification Certificate Issuance Procedures

Confirm the request and select the "Continue" button.

DLS 	TASKS	SEARCH	PDPS	CDLIS	MISC	ELECTION CERTIFICATE
Selected Applicant: FOUR, VOTER						
Remake Card Request Confirmation						
Remake EC information has been submitted successfully.						
<input type="button" value="Continue"/>						